**Kentucky Center for Mathematics**

**Regional Coordinator**

**Job Description**

**Scope of Work provided by KCM State Director**

**June 2104**

**Number of Days: 165**

**Hours per Day: 7.5**

**Responsibility 1—***Provide Support for Mathematics Achievement Fund Schools*

* Visit and coach KCM Community Members and send written reports to the KCM.
* Host and facilitate at least three in-person collegial team meetings.
* Convene online meetings and in-person meetings for KCM-sponsored events, as needed. Send meeting notes and other reports as requested to the KCM.
* Contribute to and share with KCM Community Members the online KCM Discussion Forum.
* Collect photos and videos of KCM Community Members in action, where consent is granted, and share with the KCM’s staff.
* For new MITs and new principals at Mathematics Achievement Fund grant schools, conduct in-person orientation by meeting with the principal and the MIT.

**Responsibility 2—***Provide Professional Development*

* Collaborate with KCM Staff in program design for MaRTI Plus and MaRTI Middle.
* Lead professional development for MaRTI Plus and MaRTI Middle.
* Input and update KCM/USMRC records related to professional development such as attendance, kit numbers, feedback forms, sign-in sheets, participant information, etc.
* Communicate logistical details with KCM event coordinator.
* Track and confirm participant attainment of course requirements.

**Responsibility 3—***Grow Professionally*

* Attend and assist with KCM-hosted trainings.
* Attend and present at the KCTM and KCM conferences.
* Work with students to gain experience and to collect valuable video clips, which can be posted or shared by the KCM.
* Attend KCM RC retreats and online meetings as offered.
* Continue self-directed professional development (for 5% or less of the RC’s KCM time assignment).

**Responsibility 4—***Other KCM Activities*

* Collaborate with the KCM staff in systemic problem-solving and program improvement.
* Assist and support the KCM staff in data collection activities.
* Be responsive to phone, email, and other correspondence by KCM staff, KCM Community Members, and other Regional Coordinators.
* Using the standard KCM RC Work Log template, submit to the KCM quarterly reports of work-related RC activities.
* Submit a semi-annual inventory (June and December) of the equipment, books, and materials (over $500) purchased through the KCM RC grant and owned by the KCM.

**Responsibility 5—***Outreach*

* Meet with teachers, families, students, administrative staff and/or other parties who are interested in the KCM’s approach to improving the teaching and learning of mathematics.
* Present at national or regional conferences with no more than 1 other RC, if accepted.
* Present to groups of teachers, administrators, and/or other educational professionals for the purposes of sharing information about the KCM-sponsored programs and recruiting new participants.
* Organize, assist, and/or facilitate professional development (including book studies) for teachers and/or administrative staff where there is a KCM-trained “Full Member” who can provide ongoing support.

**Responsibility 6—***Kentucky Numeracy Project*

* Create resources and updating and posting entries for the KNP Intervention Guide.

**Responsibility 7—***Non-MAF School Services*

* If serving at a school without a KCM Full-Community Member: negotiate with the school and senior director and provide sustained, job-embedded professional development for a school—at least 6 days for up to 15 participants per leader at a cost of $500 per day, plus books and materials and leader travel expenses.
* Provide advance agreements, including program evaluation plans, to be completed by administrators and participants.